



Mitul Rana

Nationality: Indian **Date of birth:** 14/04/2000 **Gender:** Male

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ABOUT ME

Passionate and self-taught, I excel in Web Design & Development, Social Media Management and Graphic Designing, driving business success through Creativity. As a Business owner, I've mastered these skills by hands-on experience, delivering tailored solutions that exceed expectations. My commitment to quality and growth sets me apart in the digital landscape.

WORK EXPERIENCE

Recording engineer and arranger

Amrmuzik Studio [15/04/2018 – 14/08/2022]

City: Phillaur | Country: India

- Founder and Owner of Amrmuzik Studio's.
- Arranges compositions, runs recording sessions, and suggests changes to instrumentation, effects, and lyrics.
- Guides the mixing, mastering, and recording engineers.
- Gathers ideas and inspiration for projects and develops the vision and direction for each project.
- Manages project budgets and handles contracts and negotiations.
- Develops production timelines and tracks advertiser supplied product & assets for integrations.
- Keeps internal department workflow and tracking documents up to date.
- Logs and archives all content the company produces.
- Edits music clips of integrated content the company produces and uploads on the company's web site.
- Works closely with the network or studio scheduling teams to track delivery, air/publish dates, and times of upcoming integrated content.
- Support the team on all integrations and proposals.

Office clerk

LA Rentals [21/09/2022 – 03/04/2023]

City: Sliema | Country: Malta

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual; processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages calendars and schedules appointments.
- Attend Clients from Different Countries at Once.

Operations administrator

LA Designs Malta [04/01/2023 – 07/04/2023]

City: Sliema | Country: Malta



- Creating Website designs
- Producing sample sites
- Meeting with clients to discuss requirements and/or project progress
- Demonstrating and receiving feedback about draft sites
- Keeping up to date with recent technological and software developments
- Developing skills and expertise in appropriate software/programming languages such as HTML and Javascript
- Creating products that are user-friendly, effective and appealing
- Digital retouching and image editing
- Working as part of a multidisciplinary team

Administrative manager

Taha Osama Ali Edriz [01/06/2023 – 01/10/2023]

City: Swieqi | Country: Malta

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary.

Web developer & Graphic Designer

Umanav Apti LTD. [05/06/2023 – Current]

City: Xghajra | Country: Malta

- Create Photoshop Documents (PSDs) for the visual layout of web pages and convert each design into HTML and CSS
- Maintain and update all JQuery plugins for websites
- Implement and maintain high-quality SEO policies and incorporate them with content produced for the website
- Remove any “dead” links immediately and respond to issues with site functionality
- Create mock-ups for proposed project pages and update them as needed
- Designing unique and client-specific logos and brand guides from scratch
- Designing wireframes, website mockups, and other related graphics for both desktop and mobile devices based on creative briefs and other materials
- Designing both static and video banners for ad campaigns, remarketing, promos, and social media
- Drawing vector icons and other illustrations using the pen tool
- Designing print material such as brochures, letterheads, and business cards

Administrative manager

LA Rentals [16/01/2024 – 05/06/2024]

City: Sliema | Country: Malta

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
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Managing Director

Umanav & Son's Bharat LTD. [03/01/2024 – Current]

City: Phillaur | Country: India

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.)
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors

EDUCATION AND TRAINING

Metric

St. Joseph's Convent School [06/02/2017]

Address: Phillaur, 144410 Phillaur (India) | Website: <http://www.stjosephphillaur.org/> | Level in EQF: EQF level 2

Intermediate (Arts)

D.A.V College [02/03/2017 – 15/05/2019]

Address: Phillaur, 144410 Phillaur (India) | Website: <https://facebook.com/drvdavphillaur/> | Level in EQF: EQF level 4

Bachelor's Degree in Computer Applications

Guru Nanak Dev University [21/06/2019 – 26/06/2022]

City: Phillaur | Country: India | Website: <https://www.gndu.ac.in/> | Level in EQF: EQF level 6

Graphics & Web Designing

Guru Nanak Dev University [10/01/2022 – 12/07/2022]

City: Amritsar | Country: India | Website: <https://www.gndu.ac.in/> | Level in EQF: EQF level 5

LANGUAGE SKILLS

Mother tongue(s): Hindi | Panjabi; Punjabi

Other language(s):

English

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DRIVING LICENCE

Driving Licence: A

Driving Licence: B



HOBBIES AND INTERESTS

My everyday Hobbies! I really love digging into quantum research, trying to understand the cool stuff in quantum physics. I also enjoy taking pictures a lot, whether it's capturing beautiful scenes or just everyday moments. Reading is another thing I do a bunch—I'm into all kinds of books, like science fiction and philosophy. Oh, and cooking! I like getting creative in the kitchen, mixing up flavors and trying out new recipes. These hobbies show I'm into lots of different things and always like learning new stuff.

CREATIVE WORKS

[05/04/2019 – 11/10/2021]

Music Producer for Sony Music & Fox's Studio | Produced Production Ready White Labeled Trance & Meditation Music for Sony Music & Fox's Studio as Music Producer.

Link: <https://en.everybodywiki.com/Amrmuzik>

PROJECTS

[29/11/2022 – 05/06/2024]

Social Media & Website Management LA Rentals Malta

- Write here the description...Perform research on current benchmark trends and audience preferences
- Design and implement social media strategy to align with business goals
- Set specific objectives and report on ROI
- Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
- Monitor SEO and web traffic metrics
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Oversee social media accounts' design (e.g. Facebook timeline cover, profile pictures and blog layout)
- Suggest and implement new features to develop brand awareness, like promotions and competitions
- Stay up-to-date with current technologies and trends in social media, design tools and applications

[05/05/2023 – Current]

Website Design & Development

- Executing all visual design stages from concept to final hand-off to engineering
- Conceptualizing original website design ideas that bring simplicity and user friendliness to complex roadblocks

1. <https://hairroombyanthea.com>
2. <https://thousandlashesmalta.com>
3. <https://sv-cabs.com>
4. <https://umanavapti.com>
5. <https://thegoldencrownmalta.com>

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / WordPress and Wix / Elementor Pro (Expert)
/ Python Language - Basic knowledge / Beginner JavaScript for WebDevelopment

PUBLICATIONS

[2023]



From Zero to Hero in 2024: (Story of Every Teen in 2023) Write here the description... "Unbounded: From Zero to Hero in the Digital World" takes the reader on a fascinating tour through the internet's seemingly endless possibilities. The inspiring tale of Alex, a regular person who starts on an astonishing journey for success in the digital world, is told by author Mitul Rana.

Mitul Rana, 64 pages.

[2023]

ChatGPT 2024: Mastering AI Conversations for Maximum Impact This comprehensive book, penned by author Mitul Rana, unravels the intricacies of ChatGPT, offering a captivating exploration of its evolution, capabilities, and real-world applications. From understanding the underlying technology that fuels ChatGPT's responses to preparing for safe and effective interactions, you'll gain the knowledge needed to unlock its full potential.

Mitul Rana, 36 pages.

[2024]

Business Unleashed: 2024 & Beyond This narrative is a testament to how businesses in 2024 are redefining their purpose. In a world that demands more than just products, successful entrepreneurs like Sophia are leading the way by integrating sustainability, technology, and community engagement into their business models. "2024: A Tale of Sustainable Commerce and Technological Integration" invites you to envision a future where commerce is driven by values and innovation, where the lines between profit and purpose blur, and where businesses are making a positive impact on the world.

Mitul Rana, 59 pages.

MANAGEMENT AND LEADERSHIP SKILLS

Leading with Heart and Collaboration Write here the description... Leading my team feels like second nature to me —I'm all about creating a supportive and inspiring environment where everyone can thrive. I believe in working together, sharing ideas, and celebrating each other's successes. My approach is hands-on and collaborative, making sure we stay on track while also encouraging creativity. I'm passionate about guiding projects with care and attention to detail, always aiming for the best outcome. Whether it's tackling challenges or celebrating wins, I'm right there with my team, driving our shared success.